

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: National School Lunch, Breakfast and Special Milk Sponsors

FROM: Maureen B. Staggenborg, Director - Child Nutrition Programs

DATE: October 14, 2005

SUBJECT: Operational Memorandum #01-06
Schedule for Submission of Online Reimbursement Claim Data

Public Law 96-151 mandates time limits for submission of claims for reimbursement to State agencies by sponsors. The due date for the claim data is the fifteenth of the month following the last day of the month covered by the claim or as noted below when the 15th falls on a weekend or holiday. Final claim data, including revisions, must be submitted not later than 45 days following the last day of the month covered by the claim. Claim data not filed or corrected within the 45 days may not be paid. The new schedule is listed below.

| (1) | (2) | (3) | (4) |
|--------------|--|---|---|
| Claim Month | - DUE DATE - Received by State agency for prompt payment | Check due if received by date in (2) | - FINAL DEADLINE - SUBMITTED* TO STATE AGENCY BY THIS DATE TO BE PAID |
| October 2005 | November 15, 2005 | January 6, 2006 | December 15, 2005 |
| November | December 15 | February 7 | January 14, 2006 |
| December | January 17, 2006 | March 10 | February 14 |
| January 2006 | February 15 | April 7 | March 17 |
| February | March 15 | May 10 | April 17 |
| March | April 17 | June 7 | May 15 |
| April | May 15 | July 7 | June 14 |
| May | June 15 | August 8 | July 15 |
| June | July 14 | September 6 | August 14 |
| July | August 15 | October 6 | September 14 |
| August | September 15 | November 7 | October 14 |
| September | October 16 | December 6 | November 14 |

* **DEFINITION:** SUBMITTED means – Data entered, submitted and received by the Child Nutrition web site at: www.csde.po.state.ct.us/connecticutprod.

1. Claims are due (received by State agency) by the date in column (2). Claims received by this date will be processed for timely payment listed in column (3).
2. Claim data **MUST** be received “On-Line” by the date in column (4) to comply with the required time frame (45 days).
3. Claim forms (original and/or revised) must be submitted “On-Line” by the date in column (4), final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.